



City of Kingston
2020 Departmental Reports:
Summary of Duties, 2020 Accomplishments, and 2021 Goals

Compiled by the Mayor's Office
December 2020

Message from Mayor Noble

2020 was an unprecedented and trying year for our City, our Country, and the World-at-Large. The COVID-19 health crisis brought with it extreme challenges for our public well-being and safety, our local economy, and our ability to deliver City services. I am proud of what our City's departments have been able to accomplish. Throughout the pandemic, we have maintained City services and passed a 2021 budget with no increased tax levy. We supported the community with emergency food services, distance learning programs at our community centers, and rental assistance. We supported local businesses with an Outdoor Dining Program, an expansion of our loan program through the Kingston Local Development Corporation, and by securing almost \$700,000 in Community Development Block Grants. The City's departments were able to complete some major infrastructure projects as well, such as the start of the Broadway Streetscapes project and the opening of the Hudson Brickyard Trail, among many other improvements. While the year was riddled with tragic moments, our community remained focused on coming together to help one another, and to bring about some kind of positive change. It is clear to me that our City and our civil servants are committed to the difficult work of striving towards a stronger community. It is a long and arduous road, but we can only get there together.

Steven T. Noble
Mayor

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Office of the Assessor

Daniel Baker, Assessor

Judy Piazza, Deputy Assessor

2020 Budget: \$436,592

The Office of the Assessor is responsible for assessing all real and personal property liable to taxation within the corporate limits of the City. This includes 8,657 total parcels with a fair market value of \$2.45 billion. The Office also manages the Assessment Grievance Process, Small Claims Assessment Review, and Tax Certiorari Claims. They also record all property transactions inside the City. Annually, they determine the base proportions and the adjusted base proportions and submit these determinations to the Comptroller, Common Council, and the Mayor. The Office also reviews all permitted and known non-permitted improvements throughout the City.

2020 Accomplishments:

- The Assessment Grievance Process was done online for the first time.
- Recorded 800+ property transfers, an increase from 2019.
- Completed the 2020 Assessment Roll.
- Maintained 100% level of Assessment for the eleventh straight year.
- Settled all Tax Certiorari cases without going to trial.
- There were only fifteen Small Claims Assessment Review complaints filed.

2021 Goals:

- Complete the 2021 Assessment Roll on time.
- Hire a new Data Collector
- Settle more Tax Certiorari cases.
- Research and develop a 2025 Revaluation Plan / Proposal to be presented in 2022.

Department of Building Safety and Zoning Enforcement

Stephan Knox, Director
Paul Economos, Assistant Director

2020 Budget: \$806,580

The Department of Building Safety and Zoning Enforcement has three primary responsibilities when it comes to code enforcement: Housing, Building, and Zoning. For housing code enforcement, staff verify health standards related to property maintenance and building construction. They investigate alleged violations and work towards resolutions. Building code enforcement involves protecting the public by reviewing and approving building plans. They also issue building permits and conduct inspections. The final area of code enforcement is zoning. A Zoning Enforcement Officer provides guidance, prepares documents, issues permits and maintains records pertaining to zoning law in the City.

2020 Accomplishments:

- 1,297 rental unit inspections completed. 902 building construction and plumbing inspections completed.
- 475 certificates of compliance reviewed and issued. 1280 building and plumbing permits reviewed and issued. 334 operating permits issued.
- Final inspections were completed for Energy Square, the City's first zero-energy project.
- The first phase of construction for Brick Yard Works project has been completed.
- Major commercial construction projects are currently underway, including additions to HealthAlliance's Mary's Avenue campus and RUPCO's work on the Alms House project.
- The City's Plumbing Board created a new code requiring anyone working on gas appliances or piping in the City be licensed. This will increase the level of safety for such work.
- Two hybrid electric vehicles were added to the department's fleet.

2021 Goals:

- Complete the transition to online permitting software so that the public can submit applications and construction documents online.
- Revise and update the plumbing code to better serve the public.
- Integrate fire inspections for commercial properties into department work.

City Clerk and Registrar's Office

Elisa Tinti, City Clerk
Dee Sills, Deputy City Clerk

2020 Budget, City Clerk: \$228,163
Registrar: \$93,707

The City Clerk and Registrar's Office is responsible for keeping all records, vital statistics, documents, and other papers that belong to the City. The Office acts as the Clerk of the Common Council and attends all its meetings. All legislation, minutes, and communications are recorded and documented by the City Clerk and Registrar. They are also responsible for maintaining the City's fee schedule and insurance policies. The Office also records and maintains marriage licenses, and birth and death certificates. The Office oversees City Hall, its maintenance staff, and its day-to-day functions. The Office also oversees the City Visitor's Center, the Rondout Docks, and the Volunteer Fireman's Museum.

2020 Accomplishments:

- The process of obtaining a marriage license was digitalized to avoid in-person contact. 187 marriage licenses were issued to date.
- In accordance with Local Law #10, Municipal ID Program, 201 IDs were issued. This number is expected to increase next year as the Ulster County DMW now accepts the City's ID as 1 point to obtain or renew a license.
- The Office processed 456 FOIL requests to date.
- Along with the IT department, the Clerk's Office developed an easier and more streamlined process to record and livestream all meetings of the Common Council and its committees.
- Began manually archiving all Birth and Marriage Records. The Registrar's Office also began auditing birth and death records for accuracy and indexing.

2021 Goals:

- Offer additional office trainings, particularly involving FOIL requests and Open Meetings Law.
- The City Clerk plans to become a notary.
- Prepare a Safety Policy and Procedure Handbook for City Hall.
- Complete an archiving goal of a complete 10 years of records, including birth, death, marriage, and burial.

Office of Community Development

Amanda Bruck, Director

2020 Budget: \$582,234

The Office of Community Development is responsible for developing viable urban communities by providing decent housing and a suitable living environment, and to expand economic opportunities, principally for low and moderate income persons. The primary means toward this end are to extend and strengthen partnerships among all levels of government and the private sector, including for- and not-for-profit organizations, and to aid in the production and operation of affordable housing. The Office of Community Development offers guidance, information, and opportunities for residents and organizations of the City of Kingston through the Community Development Block Grant, Housing Rehabilitation, and First Time Homebuyer Programs, along with the Rondout Youth Programs, and the Lead Line Replacement Program.

2020 Accomplishments:

- Staffing was restructured and a new director was put in place.
- Policies and procedures have been developed to help in the efficiency of the department.
- The CARES Act provided two additional rounds of funding for the City.
- Staff is working with a local HUD representative to guide the department towards compliance.

2021 Goals:

- Work on amendments to the Annual Action Plan to reallocate funding to projects that can be completed by early spring in an effort to meet the timeliness measure on May 1st.
- Complete or begin reporting that had not previously been done.
- Improve compliance with HUD.

Comptroller's Office

John Tuey, Director / Comptroller

2020 Budget: \$438,125

The Comptroller's Office is responsible for the financial administration of the City. The Comptroller's Office oversees tax collection, payroll, accounts payable, purchasing, parking enforcement, budget, and accounting.

2020 Accomplishments:

- The Comptroller's Office compiled and submitted the City's 2019 Annual Financial Report to NYS. The results, after auditing, showed the City was in a stable financial position.
- The City's fund balance remains adequate and our NYS retirement system debt has now been fully repaid.
- The City received a desired rating of "No Designation" on its most recent NYS fiscal stress monitoring report.
- The City's rating of 5.0 out of 100 (lower numbers are preferable) is the best score the City has received since the NYS fiscal monitoring system was put in place.
- In conjunction with other City departments, a successful development and adoption of a 2021 City budget was accomplished.
- The 2021 budget includes a zero dollar tax increase from the prior year. It is the sixth consecutive City budget at the same tax levy.
- Implemented COVID-19 health crisis financial impact tracking and reporting. Provided regular updates to the administration.

2021 Goals:

- Maintain continuance of services during the on-going COVID-19 health crisis, as well as continued financial impact tracking and reporting.
- Maintain the Office's excellence in financial management and reporting.
- Initiate a debt-analysis project and provide results to the Mayor and the Common Council.

Department of Art and Cultural Affairs

Adrielle Farr, Director

2020 Budget: \$163,272

The Department of Art and Cultural Affairs provides the creative community of Kingston with a resource at the local level of government. They work in partnership with the Kingston Arts Commission to protect the rights and needs of artists in the City. They represent the arts in City projects and can connect creatives with funding resources. They can also offer assistance in planning for events, festivals, and filming projects related to arts and culture. The Office also researches grant opportunities for the City.

2020 Accomplishments:

- The Director of Art and Cultural Affairs was shifted to a full-time position.
- For the first time, City Hall hosed an art exhibition celebrating the contributions of African American artists from the community. The Department also hosted a Black History Month breakfast mixer at City Hall.
- The Department embarked on creating an Arts and Culture Master Plan. This will be the City's first comprehensive study of the impact and needs of our creative community.
- Lara Hope was awarded the title of Distinguished Artist at the 2020 Distinguished Artists awards, which included a small live-streamed concert in April.
- The Department took over responsibility for processing filming applications. The City hosted three filming projects over the year.

2021 Goals:

- Complete the Arts and Culture Master Plan and present the final draft to the public. Have the Common Council adopt the plan.
- Redevelop guidelines and strengthen procedures for filming in the City.
- Support artists and art businesses through the COVID-19 health crisis.

Department of Engineering

John Schultheis, City Engineer

Greg Krupp, Engineering Technician

2020 Budget: \$199,846

The Office of the City Engineer is responsible for planning, procuring, and managing capital projects. This includes identifying City needs and the best means of serving those needs, as well as receiving and evaluating bids, and awarding contracts. The department also conducts inspections and observations during construction. They also prepare reports and permit applications for the Wastewater Treatment Plant. They review the CHIPS program annual mileage report. They also advise Public Works and the Common Council on modifications of traffic control devices, such as signs and traffic signals.

2020 Accomplishments:

- The Hurley Avenue Storm Drain project was completed.
- The Herzog's Storm Drain / Kingston Plaza project was completed.
- The Hudson River Brickyard Trail was completed and opened to the public.
- Traffic signals were removed from eleven locations, improving traffic flow.
- Pike Plan repairs were completed at 43-45 North Front Street.

2021 Goals:

- Replace the Elmendorf Street Bridge.
- Begin the Midtown Sewers projects Phase 1 with CDBG funding.
- Complete the Broadway Sewer replacement.
- Complete the Broadway-Grand intersection project.
- Continue and complete the Broadway Streetscapes project.
- Create a Pedestrian Safety Action plan.
- Pave Wilbur Avenue.
- Continue DRI Uptown Transportation Projects.
- Upgrade three midtown parking lots to green infrastructure.
- Begin flood damage repair at TR Gallo Park through FEMA project.

Kingston Fire Department

Mark Brown, Chief

Chris Rea, Assistant Chief

2020 Budget: \$7,830,965

The Kingston Fire Department (KFD) is responsible for all fire suppression in the City of Kingston. This includes first responder level EMS, gas leaks, rope rescue, fire investigations, fire prevention, extrication, and investigations of hazardous materials incidents. The department also heads the Board of Electrical Examiners, which is responsible for issuing Electrical Licenses.

2020 Accomplishments:

- KFD ran over 4,600 calls in 2020. This includes nine multiple alarm fires.
- The KFD maintained a three-minute or less response time for all emergencies within the City.
- During the COVID-19 health crisis, the department did neighborhood parades for families to cheer up children stuck at home and to honor local nurses and essential workers.
- KFD provided mutual aid to surrounding departments for fires, rescue, and Haz-Mat.
- KFD ended the year under budget.

2021 Goals:

- Engine 2 will be replaced in January, and KFD will continue to update and improve the maintenance on its vehicles.
- KFD will apply for a Safer Grant to provide federal assistance to pay for career fire fighters.
- Begin repairs on Central Station and secure funding for those repairs.
- KFD will increase personnel trainings, particularly with live burns and fire behavior.

Office of Grants Management

Kristen Wilson, Director

2020 Budget: \$235,570

Ruth-Ann Devitt-Frank, Grants Manager

The Office of Grants Management is responsible for researching grant opportunities for municipal projects and writing and submitting grant applications. They oversee the City's grant portfolio and ensure grants projects are advanced and managed properly. This involves supporting other departments in communicating with Common Council and ensuring that reporting and other agency requirements for funded projects are completed. They manage grant finance, including vendor payments and reimbursement requests. They also manage all details of selected projects, including consultant procurement, Project Advisory Committee development/oversight, securing required approvals/permits/resolutions, fulfilling reporting requirements, and project close-out.

2020 Accomplishments:

- Managed a portfolio of 65 grant projects, which are funded by approximately \$42.7 million in grant funding.
- Closed out 16 grants, resulting in a remaining portfolio of 49 projects.
- Procured eCivis Grants Management Software, oversaw consultant for development of change management plan, and began implementation of plan in conjunction with launch of software.
- Procured Bang the Table Community Engagement Software, and set up EngageKingston.com.
- Acted as leader and City liaison of the Kingston Greenline Leadership Committee.
- Awarded bid and began construction of the Broadway Streetscape Project.
- Supported Engineering Department through the design, award of bid, and construction of the Hudson River Brickyard Trail.
- Supported the advancement of the Forsyth Park Project, DRI Dietz Stadium Project, and Andretta Pool improvements.
- Took over oversight of the Restore NY project, EPA Brownfields, and LISC projects.

2021 Goals:

- Write a grant policy and procedure manual that will be reviewed and approved by the Common Council.
- Close-out and complete the Broadway Streetscape Project. Commence construction of the Broadway and Grand Intersection Project.
- Commence construction of the DRI Uptown Transportation Improvements Project.
- Commence construction of the Henry Street Safe Routes to School Project.
- Commence construction of the Pedestrian Safety Action Plan Project.
- Commence construction of the FEMA TR Gallo and Lighthouse Projects.
- Develop a 5-year capital plan in conjunction with Comptroller's Office.

Department of Health and Wellness

Emily Flynn, Director

2020 Budget: \$67,000

The Department of Health and Wellness is responsible for coordinating the Live Well Kingston Commission (LWK), being a community liaison, and supporting projects that increase health in the City. The LWK is split into six subcommittees: Age Well, Eat Well, Grow Well, Heal Well, Travel Well, and Play Well. Along with coordination, the Department is tasked with communicating about health, community projects, and LWK initiatives through social media, the LWK website, meeting notes, press releases, interviews, and networking. The Department also manages grant projects, expands community connections, and implements many LWK projects.

2020 Accomplishments:

- Built coalitions with over 40 organizations and 356 participants during at least 40 meetings in 2020.
- Deeply supported the creation, management, and direct services of the Kingston Emergency Food Collaborative, delivering 3000 meals a day at peak.
- Updated a section of the Ulster County Health Department's Community Health Improvement Plan.
- Supported the Cyber Seniors program that connects HS students with seniors.
- Created the Grow Well focus team subcommittee of the LWK. Supported the creation of 20 garden beds.
- Hosted social media campaign on trauma and adverse childhood experiences (ACEs).
- Coordinated "Chalk the Walk" event.
- Added pedestrian counters and created updated maps for Greenline and Hudson River Brickyard Trail.
- Co-organized the second Kingston Women's Bicycle Fest workshop.

2021 Goals:

- Host two interns from the SUNY New Paltz Geography Department.
- Create a LWK Marketing plan for 2021-2022
- Create a "new park" process and policy, and support the creation of pocket park at 78 Franklin St.
- Bring in 5 new LWK commissioners.
- Translate the LWK website to Spanish.
- Install a pedestrian counter at the Hudson River Brickyard Trail.
- Continue to support the Kingston Emergency Food Collaborative.

Department of Housing Initiatives

Michael Gilliard, Director

Kaitlyn Armstrong, Senior Account Clerk

2020 Budget: \$275,100

The Housing Initiatives Department is responsible for cultivating partnerships and developing medium-to-large scale collaborative housing/mixed-use initiatives with housing and community development organizations. The Department also works within the Kingston City Land Bank (KCLB). The KCLB is responsible for taking title to all foreclosures in the City and returning those properties back to the tax roll as soon as possible.

2020 Accomplishments:

- City of Kingston Vacant and Abandoned Property Report released.
- \$150,000 LISC 1.0 grant closed out and all funds disbursed.
- \$128,750 LISC 2.0 grant secured.
- \$1,000,000 private grant funding secured for Rezoning, Affordable Housing Trust Fund PILOT, and other real estate development initiatives.
- \$275,000 secured to pay for acquisitions in a fund held by the City.
- \$500,000 rehab grant secured to pay for hard costs.
- \$779,850 grant awarded to fund PILOT rehab of five homes.
- Fifteen properties investigated for suitability.
- First three properties acquired by KCLB from City of Kingston.

2021 Goals:

- Investigate, evaluate, secure, and administer additional grant funding to facilitate initiatives consistent with departmental goals and resources.
- With the KCLB, complete construction and sale of five homes under the PILOT program.
- Continue to acquire City foreclosures.
- Continue to work with Corporation Counsel to resolve existing title issues.

Office of the City Human Rights

Tawana Washington, Director

2020 Budget: \$34,970

The Office of Human Rights is responsible for fostering mutual respect and understanding among all racial, religious, and nationality groups within the workplace and community. They are also responsible for conducting and recommending such educational programs that will increase good-will among inhabitants of the community and open new opportunities in all phases of community life. The Office sees that there is no discrimination in housing because of race, color, creed, national origin, sex, marital status, or any other classes protected under State and/or Federal law. They also organize and provide Anti-Discrimination Harassment training for City Employees.

2020 Accomplishments:

- Assisted in providing information to individuals dealing with housing issues during the COVID-19 health crisis.
- Reestablished open communication with the New York State Division on Human Rights as well as other local Human Rights Commissions.
- Collected and submitted information to the WGHQ Happy Christmas Fund to help families in need.
- Attended virtual events sponsored by the New York State Division on Human Rights.
- Virtual convening of all New York State Human Rights Commissions.

2021 Goals:

- Continue to strive to make the Commission more visible in the Community.
- Begin the process of implementing “Unconscious Bias” and “Inclusion and Diversity” trainings for City employees.
- Collect data and submit to Bi-Annual Federal EEO-4 Report to the Federal EEOC.
- Continue to make the Community more aware of Landlord and Tenant’s Rights and Responsibilities.
- Participate in more Community festivities.

Department of Information Technology

Kyle McIntosh, Director

2020 Budget: \$582,525

The Information Technology Department is responsible for the daily oversight of a wide variety of technology aspects for all of the City's departments. These duties include coordinating system and network operations and maintenance, researching hardware and software alternatives, recommending purchasing options, evaluating and implementing new technologies, and on-site staff training. The Information Technology Department currently supports over 175+ personal computers, 20+ servers, 180+ desk phones, 60+ cellphones, and other related devices on a 24/7 basis.

2020 Accomplishments:

- Kronos electronic time keeping system project is about 80% completed and set to launch.
- Kingston Point Beach, Loughran Park, Hasbrouck Park, and TR Gallo Park are received Wi-Fi and surveillance systems.
- Handled Kingston Police Department video and discovery related records, processing over 613 requests.
- Helped established virtual meetings for remote communication during the COVID-19 health crisis.
- Set up Food Hotline for emergency use during COVID-19.
- Water Department's large scale SCADA project was completed.
- Two new servers and storage were installed at City Hall.

2021 Goals:

- Implement Kronos, first with Kingston Fire Department and then other departments.
- Begin Muncity 5 upgrade and complete online permitting.
- Continue Kingston Police Department Discovery requests as part of bail reform. IT to handle video and audio requests.
- Improve email retention and archiving, including litigation and FOIL search tools.
- Complete Wi-Fi and surveillance systems at multiple park locations.

Department of Parks and Recreation

Lynsey Timbrouck, Director of Recreation

2020 Budget: \$2,495,115

The Department of Parks and Recreation is responsible for developing and implementing programs and events for all age groups. This includes renting City parks, pavilions, and facilities to the community and local agencies. Parks staff also operates the Kingston Point Beach and Andretta Pool throughout the summer months. The maintenance staff is responsible for maintaining approximately 150 acres of park land, as well as the community centers, pool, and Dietz stadium year-round. The Department also coordinates with the Kingston City School District's Athletic Department to manage and operate Dietz Stadium.

2020 Accomplishments:

- Completed successful seasons of Youth Basketball Biddy League, Over 30 Basketball League, and Adult Volleyball League.
- Produced and distributed the 2020 Parks and Recreation brochure.
- Completed the Rondout Neighborhood Center HVAC roof repairs project.
- Officially adopted the Open Space Plan.
- Coordinated and partnered with other community organizations to operate a summer youth enrichment program.
- Partnered with local organizations to co-host the Kingston Community Bike Ride, the Riverkeeper Clean Sweep at Rotary Park, and opened the Rondout Neighborhood and Everette Hodge Centers to full-day Distance Learning Programs.
- Completed the Hasbrouck Park pavilion roof repair.
- Completed the Kingston Point Beach ADA project.
- Completed the LED Street Lighting Project under budget.
- Completed the Forsyth Park Parking Improvements Project.

2021 Goals:

- Complete renovations on the Andy Murphy Neighborhood Center.
- Complete renovations on the Everette Hodge Center.
- Complete renovations on the Rondout Neighborhood Center.
- Complete the five remaining "Rec Trust Fund" projects.

Department of Planning

Suzanne Cahill, Director

2020 Budget: \$321,410

The Department of Planning is responsible for overseeing the Planning Board, the Heritage Area Commission (HAC), the Historic Landmarks Preservation Commission (HLPC), the City Historian, the Tree Commission, and the Lighthouse. The Planning Board reviews site plans, subdivisions, new applications for special permits, renewals that come up, curb cut requests, rezoning and zoning text amendments proposals, variance applications by request of the City ZEO, SEQR projects, and special projects of the Common Council. The HAC review a variety of applications for general reviews, costal consistency reviews, and reviews on projects situated within the Broadway Overlay Design District. The HLPC handle a variety of technical reviews for proposals which are located within the historic districts or for which properties are independently designated outside of a district.

2020 Accomplishments:

- Both the Tree Commission and the Heritage Area Commission membership and make-up were restructured, making them more functional and better working groups.
- Tree Commission members have taken on more active roles in participating in review groups.
- The Department completed its final reviews and the final sign-offs of the construction on the Energy Square multi-use building, improving affordable housing in the City.
- The Planning Board maintained a very active monthly meeting calendar despite complications caused by the COVID-19 health crisis.
- The Department continues to provide assistance and guidance on zoning related amendments.

2021 Goals:

- Push to have the zoning ordinance completely redone as a comprehensive document.
- Fill vacancies on Boards and Commissions.
- Anticipate reviewing several larger housing projects, including but limited too: the UC Jail re-development, the residential projects on Lucas Avenue and Montrepose Avenue, the North Street Brick Works, the Kingstonian, and the Kingston Waterfront Multi-Use building along the East Strand.

Kingston Police Department

Egidio Tinti, Chief of Police

John Wallace, Deputy Chief

2020 Budget: \$11,475,420

The Kingston Police Department is responsible for protecting all persons and property in the City of Kingston. This includes the enforcement of City ordinances, Federal and State laws, maintaining the peace and order of the City, promoting and preserving a feeling of security, recognizing and protecting the constitutional rights of all persons, and assisting persons in urgent situations. The Department consists of three divisions: Patrol, Detectives, and Administration. The primary responsibility of the patrol division is to respond to calls for service and enforce all law, including vehicle and traffic laws. The detective division is responsible for conducting criminal investigations, ranging from mundane crimes to the most severe and violent crimes. The administrative division is responsible for the police department budget, the training and development of all department members, and the creation and implementation of departmental policies and procedures.

2020 Accomplishments:

- KPD continued their Peaceful Guardian Program Officer Wellness Program.
- KPD was successfully re-accredited, and maintained its NYS SWAT Team Certification standards.
- KPD responded to over 18,252 requests for service during the past year, roughly 50 per day.
- KPD made over 695 arrests, including 60 involving felony cases.
- Over 708 traffic tickets were issued by the KPD, and over 671 accidents were investigated.
- Walking patrol assignments were resumed to provide additional visibility to the public and contribute towards officer health and wellness.
- For 12 weeks, the KPD partnered with NYS Police, the Ulster County Sheriff's Office, and the District Attorney's Office to collaborate on a law enforcement operation to address an increase in gun violence and associated drug activity in the City.
- KPD has investigated over 250 incidents of Intimate Partner Violence.
- KPD secured several thousands of dollars in grant funding.

2021 Goals:

- Identify and apply for alternative funding sources for department resources and programs to increase level of service to the community.
- Enhance investigations through training of investigative personnel and adoption of new equipment.
- Train and deploy new Electronic Control Devices.
- Actively recruit local candidates for employment through community groups and schools.

Department of Public Works

Edward Norman, Superintendent
Ryan Coon, Deputy Superintendent

2020 Budget: Public Works \$6,801,946
Sewer \$5,274,785

The Department of Public Works includes a workforce of 67 persons divided into eight primary divisions. The administration ensures the safe and smooth operation of its various divisions and plans/budgets projects. The safety division is responsible for developing safety and health programs, and provides training programs. The street division is responsible for traffic control, street paving and repair, painting, striping, signage, and sidewalk and curb installation. The sewer maintenance division ensures that sewer mains remain in proper working order through routine cleaning of catch basins and sewer mains. Sanitation is responsible for solid waste, yard waste, and recycling services. The waste water treatment division protects public health and ensures a minimal impact on the aquatic environment. Fleet maintenance maintains, repairs, and services all vehicles and equipment owned and operated by the City. Lastly, the parks maintenance division assists the Parks and Recreation Department with on-going maintenance and development of the City parks, streetscapes, and athletic complexes.

2020 Accomplishments:

- Paved 13 streets. 7000 tons of blacktop placed.
- 1,082 catch basins cleaned. 67 manholes replaced.
- Removed 45 dead or dangerous trees.
- Full maintenance facelift of all City parks.
- 90% completion of the City-wide LED street light replacement.
- Recycled over 1,700 tons of material.
- Collected over 7,700 tons of refuse.
- Broadway Streetscapes project in progress.
- Empire State Rail Trail completed.

2021 Goals:

- Design and complete construction of Elmendorf Street Bridge.
- Aim to mill and pave 18 streets.
- Storm water system installation on Wilbur Avenue.
- Develop and plan a multi-year phased approach to replacing defective and failing sewer and storm water infrastructures.
- Implement Phase 1 of replacement of sewer and storm lines on Prospect Street.